

MICHIGAN DEPARTMENT OF CORRECTIONS POLICY DIRECTIVE SUBJECT EMPLOYEE RECOGNITION AWARDS	EFFECTIVE DATE 07/09/2001	NUMBER 02.01.130
	SUPERSEDES 02.01.130 (03/01/75)	
	AUTHORITY MCL 791.203	
	ACA STANDARDS NONE	
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POLICY STATEMENT:

The Department shall issue awards to employees for exemplary conduct. Service pins and retirement certificates also shall be awarded to employees to recognize continuous service with the Department.

RELATED POLICY:

02.03.103 Employee Uniforms

POLICY:

GENERAL INFORMATION

- A. For the purposes of this policy, "Deputy Director" includes the Executive Assistant to the Director and the Administrator of the Office of Audit, Internal Affairs and Litigation.
- B. The Office of Personnel and Labor Relations, Administration and Programs, shall be responsible for the oversight and distribution of employee recognition awards, including service pins and retirement recognition certificates. Service pins and retirement certificates shall be provided by the Office of Personnel and Labor Relations and paid for by the appropriate work site. All other awards shall be provided and paid for by the Office of Personnel and Labor Relations.
- C. Collective bargaining units may issue affiliation pins to its members. Affiliation pins may be worn at the discretion of the employee; however, only the most recently issued pin may be worn while on duty. When worn on duty, affiliation pins shall be worn centered on the right lapel or right collar of the garment, except on custody uniform shirts. On custody uniform shirts and garments without a lapel or collar, they shall be worn on the right front of the garment approximately four inches below the shoulder and, if a name tag is worn, above the name tag. Exclusively represented employees shall be governed by their collective bargaining unit agreement where in conflict with this paragraph.
- D. In addition to the awards identified in this policy, there is a Corrections Officer of the Year Award issued annually. The recipient of the award is selected by the Corrections Officer Training Council and is presented the award at an annual banquet.

ISSUANCE OF AWARDS FOR EXEMPLARY SERVICE

- E. The Department shall issue the following awards:
 - 1. Valor Award for exceptional meritorious conduct in the line of duty.
 - 2. Lifesaving Award for personally saving a life.
 - 3. Citizenship Award for making a significant contribution to the local community and/or the public.
 - 4. Meritorious Service Award for performing difficult tasks under unusual circumstances beyond what is normally expected of the employee.

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5. Professional Excellence Award for outstanding job performance and professionalism.
 6. Director's Award for outstanding job performance and professionalism.
- F. Each award consists of a certificate, a cloth ribbon bar, an enamel ribbon bar, a medal with attached ribbon and a lapel pin. The Director's Award also includes an engraved crystal obelisk. Ribbons, ribbon bars and lapel pins shall be of a color unique to the award that it represents. Medals with attached ribbons and cloth ribbon bars are for display purposes only and shall not be worn. Enamel ribbon bars and lapel pins may be worn at the discretion of the employee, in accordance with Attachment A.
- G. There is no limit to the number of employee awards that may be issued, except that only one Director's Award shall be issued annually. The Professional Excellence Award and the Director's Award are issued for conduct which occurred during the previous year. All other awards shall be for conduct or events which occur within the same calendar year as when the award is issued. However, awards for events which occur at the end of a calendar year may be issued the following year.

AWARD SELECTION

- H. Any Department employee may nominate another employee for the Valor Award. Any employee or private citizen may nominate an employee for the Lifesaving and Citizenship Awards. Only a supervisor may nominate an employee for the Meritorious Service Award. Nominations for these awards shall be submitted on an Employee Award Nomination Form (CAJ-040) to the appropriate Deputy Director in the manner indicated on the form. The Deputy Director shall review nominations received, select the recipient(s) and present these awards.
- I. Any Department employee may nominate another employee for the Professional Excellence Award. Nominations shall be submitted on an Employee Award Nomination Form/The Director's Award (CAJ-041) to the appropriate Deputy Director in the manner indicated on the form. The Executive Policy Team shall review all nominations received and select the recipients of this award. An annual awards ceremony coordinated by the Office of Personnel and Labor Relations shall be held to present this award.
- J. Only Professional Excellence Award recipients shall be eligible for the Director's Award. The Executive Policy Team shall select the recipient of the Director's Award from among the Professional Excellence Award recipients. An annual awards ceremony coordinated by the Office of Personnel and Labor Relations shall be held to present this award.

SERVICE PINS

- K. Service pins shall be issued to employees after completion of five years of service with the Department and in five year increments thereafter. Years of service need not be continuous. Service pins shall be presented by the appropriate work site administrator or designee. Pins may be worn at the discretion of the employee, in accordance with Attachment A.

RETIREMENT CERTIFICATES

- L. Department employees who retire with five or more years of service with the Department shall receive a certificate of service recognition from the Director. Years of service need not be continuous.

AUDIT ELEMENTS

- M. There are no audit elements for this policy.

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ATTACHMENT A

A. Enamel Ribbon Bars

Enamel ribbon bars may be worn only on custody uniform shirts. There shall be not more than three ribbon bars in a single row and no more than two rows. If a ribbon bar or single row of ribbon bars is worn, it shall be centered above the left shirt pocket with the bottom edge of the ribbon bar/row touching the top edge of the pocket flap. If a second row is worn, the bottom edge of the first row shall touch the top edge of the second row and the bottom edge of the second row shall touch the top edge of the left shirt pocket flap. Only one ribbon bar for each type of award may be worn at the same time.

B. Lapel Pins

Lapel pins shall be worn centered on the right lapel or right collar of the garment, except that they shall not be worn on custody uniform shirts. If there is no lapel or collar, they shall be worn on the right front of the garment approximately four inches below the shoulder and, if a name tag is worn, above the name tag. Only one lapel pin for each type of award may be worn at the same time. Lapel pins shall not be worn at the same time as enamel ribbon bars. These restrictions apply whether worn on or off duty.

C. Service Pins

Service pins shall be worn centered on the right lapel or right collar of the garment, except on custody uniform shirts. On custody uniform shirts and garments without a lapel or collar, they shall be worn on the right front of the garment approximately four inches below the shoulder and, if a name tag is worn, above the name tag. Only the most recently issued service pin may be worn. These restrictions apply whether worn on or off duty.